Mrs. Smith’s

Kindergarten Handbook

**California Elementary School**

**2017-2018**

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Welcome to Kindergarten!

This is such a wonderful time for your family and we have an exciting year ahead of us! I am looking forward to working with you and seeing your child grow throughout the year. My goal for your child is to learn in a safe, caring and nurturing environment. We are a community of learners and are expected to be respectful, responsible and safe at all times at California Elementary. I want every student to have a successful year. Kindergarten is full of changes and there is a great deal of new things to learn. Many times it will be beneficial for your child to work on new concepts at home to become more comfortable with the ideas. This handbook will hopefully explain some expectations for our classroom. If you have any questions or if I can help in any way please call, email or stop in.

Elizabeth Smith

elizabeth.smith@californiak12.org

*Contact Information:*

There may be times throughout the year that you will need to contact me about your child’s education. I will do my best to respond to your message within 24 hours.

· **Email**: elizabeth.smith@californiak12.org)

· **school phone**: (573)-796-2161 \*I can be reached at the school from 7:30am to 3:30pm. You will need to leave a message with the front office and I will return your call as soon as possible.

· **send notes** in your child’s “School to Home Folder”

· **Remind app** - see information below

*School Hours:*

Students are allowed to come in the building at 7:00am. Those that eat breakfast at school will go to the cafeteria when they come into the building. Breakfast will not be served after 7:55am and school begins promptly at 8:00am. If your child will be absent please call the office before 9:15am to notify us. **The office telephone number is 573-796-2161.** Kindergartners will eat lunch around 11:30am. If you are picking your child up early, you will need to check them out at the office and this will count as absent time from school. **School will dismiss at 3:00pm. If you will pick your child up from school, please be prompt and you can meet us at the doors by the multipurpose room at the front of the school.**

Daily Schedule:

7:45-8:10: Unpack, Lunch Count, Attendance, Morning Work

8:15-8:40: RTI (students may change classrooms at this time)

8:45-9:00 Calendar Time and Morning Meeting

9:00-9:40 Phonemic Awareness/Literacy Stations

9:45-10:00 Recess

10:05-10:30 Literacy Block

10:30-11:25 Math

11:35-12:00 Lunch

12:05-1:10 Title I Reading, Writing

1:15- 2:05 Specials

2:10- 2:25 Snack, Pack, and Choice time

\*Science and Social Studies concepts are taught in congruence with math and literacy concepts throughout the day.

Special Classes:

Our students will be doing swimming lessons at the pool during PE in January and February. They will need to bring a swimsuit and towel on PE days during this time. More information will be sent home later in the year. Your child will be able to check out library books each week, starting a few weeks into school. The books will need to be returned the following library day in order to get a new book. Students will have counseling classes with Mrs. Clause once per month for “Skills for Growing.” They will discuss social issues such as conflict resolution and personal space. Please make sure your child wears tennis shoes for PE. Children are not to wear flip flops or cowboy boots to school. Children who wear flip flops will not be able to play on the equipment at recess.

Classroom Website and Remind:

You can see our daily learning through one of the following media forms. The Facebook and Twitter page will contain mostly of day-to-day learning, while the blog will contain schedules, lunch menu, and educational resources you can access at home.

· **Facebook:** Smith’s Kinders (look for the yellow pencils in the profile picture)

· **Twitter:** @kindrsmith (look for the yellow pencils in the profile picture)

· **Classroom Blog:**<http://kinders-smith.weebly.com/>

· **Remind App:** Remind is a safe app that allows you to communicate through text messaging with your child’s teacher. To receive messages via text, text @smithk2017 to 81010. You can opt out of messages at any time by replying, ‘unsubscribe @smithk2017.’ For more information see the Remind informational sheet in your child’s open house folder.

Our school uses the program School Messenger to communicate school events and important notices such as cancelations and delays. To receive text messages you must text the word *yes* or the letter *y* to 67587. You can control how you get School Messenger alerts (by text, phone, or email) by setting your preferences. Additional instructions can be found on the school website at [www.californiak12.org](http://www.californiak12.org/)

Newsletters and Take Home Folder:

It is very important you check your child’s back pack each day for paperwork. I will send a ‘Take Home Folder’ home every Friday. Please return it Monday. This folder will contain our classroom newsletter, notes, and student work. Within the folder, the left pocket will contain papers that need to stay at home – the right side pocket will contain papers that need sent back to school. The classroom newsletter will contain important information such as what we are doing in class, upcoming events, and dates to remember.

Homework:

I will NOT assign specific nightly homework, but I ask that you read with your child daily. You can always refer to the newsletter to see what concepts we are working on and reinforce those at home. In addition, you can refer to the classroom blog to find educational websites I have archived. **I encourage you to read every night because I strongly believe reading is a fundamental process for successful learning and it is a great opportunity for quality family time!** Starting in November, your child will receive a bag containing a book he/she has read in a reading group that they will be expected to read with you that evening. More information about this will come at a later date.

Management Plan:

We will focus the first few weeks of school on classroom and school procedures. It is my hope to work with students to build a classroom culture of respect and understanding. I ask that children keep all gum, candy, and toys at home. Please help reinforce this decision. Here at California we follow BIST (Behavior Intervention Support Team). We believe that it is never okay to be hurtful or disruptive. Our main rules will consist around the following:

1. Follow directions quickly

2. Always raise your hand

3. Listen when your teacher is talking

4. Keep your hands and your feet to yourself

5. Be safe, be kind, be honest

Discipline:

I will do everything I can to give positive praise in order to reinforce good behavior. If students are having difficulty with following the procedures then we will follow this procedure:

**1st: Warning and reminder of expectations**

**2nd: Safe Seat (Thinking Seat).** I will visit with the student and discuss expectations. Student will spend time thinking about the rule and will practice it at an appropriate time.

**3rd: Buddy Room.** If the student is having great difficulty then the student will go to another teacher’s room until behavior is under control and he/she can return to visit with me. Parents will be contacted by email, note or phone.

**4th: Principal.** Then if it is deemed necessary by the principal or vice principal, the student may move to the recovery room.

\*\* Extreme, unacceptable behavior or any action that breaks the safe schools act will result in the child being sent directly to the principal’s office. \*\*

Birthdays:

You may bring birthday treats to school for your child’s celebration. Please let me know in advance what day you would like to send snacks. Due to school policy, and the possibility of an outbreak of some communicable diseases, you may only bring store bought treats to share. Please make sure that there is enough for every student (18 total) - it may be a good idea to send extras in case there are spills or a new student moves to our class! I will set special celebration days at the end of the year for all summer birthdays. Also, you may ONLY bring birthday invitations if the ENTIRE class is invited. Holiday parties will be organized by volunteer room parents for Halloween, Christmas and Valentine’s Day.

Transportation:

Safety of your child is my number one priority. Y**our child will only be able to go home with adults who have been specified on the student information sheet, unless the office or myself is notified.** If you should forget to send a note, you may give verbal permission for a change by calling the office (573-796-3643). Please call before 2:00 because the end of the day can get hectic. Please go to the office to check your child out if it is before the end of the day.

Lunches:

You have the option for your child to eat a school lunch or they may bring their own lunch. Cost of lunches can be found on the school’s website or on the monthly menu. Your child may eat breakfast at school as well. Periodically, the secretary will send an email (or paper note if you don’t have email access) to let you know what the balance is on your child’s account. If you are writing a check, make it payable to **California Elementary**. Your child is allowed to bring a water bottle to school. It needs to be filled in the morning and have a lid.

The First Week of School:

This may be a tough transition for your child (and maybe even for you!). To make it a little easier for your child, be sure to have a positive attitude and talk about what we will be doing at school. Be prepared and have all the supplies that your child will need.

If your child has a hard time separating from you and you will be bringing him/her to school the first day, bring them to the front door of the school, tell them to have a great day and you will see them later. Give hugs and kisses and leave promptly. The principals, counselor, and other caring adults will be at the front door and in the hallways to help your child transition to the classroom. I know it may be difficult to leave your new Kindergartner at school, especially if they are upset. If your child begins to cry when you leave, just tell them goodbye and go. They usually don’t cry for long and they are ready to start the day. A prolonged goodbye seems to make things more difficult for everyone.

Aside from the first couple of days of school, it is asked that parents let their child come to class on their own. This is a great way for your child to build self-esteem and feel like they are a ‘big kid’ and can complete morning procedures on their own. The school also has your child’s safety in mind by not allowing adults to walk through the building in the mornings. Thanks for your cooperation!

You, as a parent, have been your child's first and most important teacher. You are the one that your child looks up to. Showing that you have a great interest in your child's education can really encourage your student to work hard and strive for success. **I look forward to witnessing your child's love of learning grow with your help. It is very important that we keep an open line of communication throughout the year to reach high levels of success. PLEASE do not hesitate to contact me at any time regarding your child. It truly is a pleasure to spend this year with you and your child! Thank you for reading the handbook!**

In the Spirit of Learning,

Elizabeth Smith